


OFFICE OR STAFF
TRAINING

Approved For Release 2000/08/28 : CIA-RDP78-03568A000600030037-2

Page of Pages

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<u>OFFICE OF TRAINING (GENERAL)</u> <u>INTELLIGENCE TRAINING DIVISION</u> <u>UTG(A) BRANCH</u>			<u>OFFICE OF TRAINING (GENERAL)</u> <u>PLANS & POLICY STAFF</u>			25X9	
Training Instructor	GS-1710 13	39	Educational Spec (Place after U 33)	GS-1710 14	846		
Secretary (Steno)	GS-318 5	600	Clerk	GS-301 5	845		
Trn Instr-Intel	GS-1710 11	41	(Place after U 589)				
			<u>INTELLIGENCE TRAINING DIVISION</u> <u>READING IMPROVEMENT BRANCH</u>				
			Trn Inst-Read Improv	GS-1710 9	45.02		
<p>In accordance with Classification survey.</p> <p>No change in Office total or ceilings.</p>							
25X1A							

In accordance with Classification survey.
No change in Office total or ceilings.

25X1A

NEW OFFICE TOTALS

APPROVAL

Office total
Office ceiling

25X9

The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.

Chief, Class. & Wage Div.
TITLE

FORM NO. 30-25
SEP 1952

T/O CHANGE AUTHORIZATION

MAR 30 1964

(4-39)

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SECURITY INFORMATION

7 January 1953

MEMORANDUM FOR: Deputy Director (Administration)
THRU : Chief, Classification and Wage Administration Division
SUBJECT : Request for Table of Organization Changes

1. To implement more current thinking concerning the proper utilization of Training (General) personnel, it is requested that the following changes be made in our present T/O:

a. Move Position No. 39, Training Instructor, GS-13 and Position No. 600, Secretary-Steno, GS-5 from the UTGA Branch, Intelligence Training Division, Training (General) to the Plans and Policy Staff, Training (General).

b. Change and raise Position No. 39 to Training Officer, GS-14 in order for the position to conform with the broadened scope and increased responsibilities of this position in its new location within the Plans and Policy Staff, Training (General).

c. Move Position No. 41, Training Instructor-Intelligence, GS-11 from the UTGA Branch, Intelligence Training Division, Training (General) to the Reading Improvement Branch, Intelligence Training Division, Training (General).

d. Change and raise Position No. 41 to Training Instructor, GS-12, in order to make its title and grade more commensurate with the functions and responsibilities of the Chief, Reading Improvement Branch, Intelligence Training Division, Training (General).

2. We trust that this information is sufficient to enable you to properly consider this request; if not, please direct all inquiries to Mr. [REDACTED] Personnel Officer, Office of Training, extension 3514.

25X1A9a

[REDACTED]
MATTHEW BAIRD
Director of Training

FOIAb3b

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1/8/53
JCT

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